



TEMPORARY USE INFORMATION

IMPORTANT INFORMATION FOR TEMPORARY USE APPLICANTS

Temporary uses are those uses of property intended for a limited period of time and do not involve the construction or alteration of any permanent structure. There are two types of temporary uses, special events and emergencies. Special events include but are not limited to uses such as Carnivals, Christmas Tree Sales, Farmer's Markets, Festival or Street Fairs, including Block Parties, Parades, Parking Lot/Outdoor Sales Events, and the seasonal sale of agricultural products grown off-premise. Emergency events are occasioned by an unforeseen event, such as fire, windstorm or flood including a mobile home, recreational vehicle or other temporary structure for a residential purpose in a residential zone, or a mobile office or other temporary structure for a business purpose in a commercial or industrial zone.

In order to get permits for a Temporary Use, an applicant must submit a complete Temporary Use Application with fee. This application includes a Master Application Form, a Narrative Form, a Temporary Use Form, a complete site plan per the site plan checklist. If there are any questions about your application, or if an item is missing, staff will contact you.

Once the application is deemed complete, the City route the application through each department to review the submitted material. Generally, a site visit by staff is done. A decision will be made and will contain a summary of your application. If approved, the decision will also likely contain a list of conditions that must be met.

After receiving a Decision for Approval, you will be authorized to start preparing for the event.

City of Kelso
Community Development Department
P.O. Box 819
203 S. Pacific, Ste. 208
Kelso, WA 98626
Phone: (360) 423-9922 ~ Fax: (360) 423-6591



COMMUNITY DEVELOPMENT

203 S. Pacific #208
P.O. Box 819
Kelso, Washington 98626

(360) 423-9922
FAX (360) 423-6591

Date: _____

File: _____

Zoning: _____

Reviewed: _____

- ☐ Zoning _____
- ☐ Site Plan Review
- ☐ SEPA

Office Use Only

MASTER LAND USE APPLICATION

- ☐ Type II Review
- ☐ Type III Review
- ☐ Type IV Review

Office Use Only

CHECK ALL THAT APPLY AND ATTACH THE APPROPRIATE SUPPLEMENTAL FORM(S)

- | Zoning / Comp. Plan Amendment | | Subdivision | Other / |
|---|--|---|--|
| <input type="checkbox"/> Type I Use | <input type="checkbox"/> Admin. Adjustment | <input type="checkbox"/> Exemption (SSE) | <input type="checkbox"/> Environmental Checklist |
| <input type="checkbox"/> Type II Administrative Use | <input type="checkbox"/> Variance | <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Appeal: |
| <input type="checkbox"/> Type III Conditional Use | <input type="checkbox"/> Modification | <input type="checkbox"/> Subdivision (Long) | <input type="checkbox"/> JARPA: |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> PUD | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Substantial Development |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Nonconforming Use | <input type="checkbox"/> Alteration/Vacation | <input type="checkbox"/> Critical Area |
| <input type="checkbox"/> Rezone / Comp. Plan Amend. | <input type="checkbox"/> Interpretation | <input type="checkbox"/> Subdivision Variance | <input type="checkbox"/> Shoreline Exemption |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Rezone | | <input type="checkbox"/> Reduce Resource Setback |
| | | | <input type="checkbox"/> Sign Permit |

Type of Project ☐ Commercial ☐ Industrial ☐ Residential ☐ Subdivision/Legal Description _____

Property Address: _____ Parcel Number(s): _____

Will project be in the Flood Plain (yes/no) _____

Any part of this property within 200 feet of a shoreline of statewide significance (yes/no) _____

Will there be any filling, grading or excavation associated with the project (yes/no) If yes, quantity of earthwork _____

Project Description _____

Applicant Information: (Please Check Contact Person) The property owner(s), by signing this form, hereby state as true that they are the owner(s) of the property that is the subject of this application, have reviewed the proposal as presented in the application, and wish to pursue the change(s) in land use.

Please check one of the boxes for contact

☐ Applicant (Property Owner? Y/N): _____ Day Phone: (____) _____

Company (if any): _____ Owner of Parcel(s): (Circle) A B C D

Address: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

☐ Representative of Applicant (if any): _____

Company: _____ Day Phone: (____) _____

Address: _____ State: _____ ZIP: _____

☐ Property Owner (If different): _____ Day Phone: (____) _____

Company (if any): _____ Owner of Parcel(s): (Circle) A B C D

Address: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

☐ Property Owner (If different): _____ Day Phone: (____) _____

Company (if any): _____ Owner of Parcel(s): (Circle) A B C D

Address: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

If there are additional property owners, provide an attachment in the same format and with the same declaration.



TEMPORARY USE FORM

Please answer the following questions related to the proposed event.
(Attach additional sheets if necessary)

1. What is the intended duration of the event? _____

2. Is the event permitted in the underlying zone? ☐ Yes ☐ No
3. What is the name of the property owner? _____

4. Do you have written & signed permission from the property owner to hold the event on their property? If yes, please submit a copy. ☐ Yes ☐ No
5. Where do you intend for participants to park? _____

6. Does event parking impact primary business parking? ☐ Yes ☐ No
7. Will you require any public streets or sidewalks to be blocked off? ☐ Yes ☐ No
If yes, please indicate where. _____

8. Does the event interfere with vision clearance requirements or obstruct pedestrian access on public rights-of-way? ☐ Yes ☐ No
9. Will you be providing security for the event? ☐ Yes ☐ No
10. Conditions as may be required by the building official and/or Fire Marshal to determine compliance with minimum building, fire and life safety codes; and
11. Have you made provisions for trash disposal and sanitary facilities? ☐ Yes ☐ No
What provisions? _____

12. Have you obtained insurance covering the proposed special event? ☐ Yes ☐ No
Please provide a copy of the insurance paperwork.

For emergency events

13. Is the need for the use the direct result of a casualty loss such as fire, windstorm, flood or other severe damage by the elements of a pre-existing structure or facility previously occupied by the applicant on the premises for which the permit is sought; ☐ Yes ☐ No

14. Is there adequate & safe vehicular ingress and egress when combined with the other uses of the property? ☐ Yes ☐ No

15. Is there adequate paved area for parking for the temporary use? ☐ Yes ☐ No

16. Can the temporary use be adequately served by water & sewer? ☐ Yes ☐ No

17. What is the anticipated duration for the temporary use?

18. Explain how the proposal and associated site improvements are compatible with neighboring land uses.

By signing this form you are certifying that the above information is accurate.

Signature: _____

Printed Name: _____

Date: _____



NARRATIVE FORM

Kelso Community Development
203 S. Pacific Ave. #208 - Kelso, WA 98626
360-423-9922 ♦ 360-423-6591 ♦ www.kelso.gov

Project #	Description:
Parcel Number(s)	
Owner(s)	

The Narrative Form is designed to help you and the application reviewer understand how your project meets the legal requirements in the *Kelso Municipal Codes*. In addition to this narrative form you may be asked to fill out other forms that apply to your proposal. You should refer to the appropriate sections of the ordinance, when applicable. You can obtain a copy of the ordinance in our offices, or access it on the internet at www.kelso.gov (click on City of Kelso Code and Charter).

Please tell us the Who, What, Where, When, and Why of your proposal. A checklist for content is provided below. If you address each of the items identified below, the narrative will be complete. Some of the questions may not apply. The area provided for your narrative continues on the second page of this form. You may attach additional pages if needed.

Narrative Content:

- ☐ Describe the uses and structures, if any that are proposed.
- ☐ Describe the size of the structures and scope of the each use, if any.
- ☐ Describe who will be using the structures and implementing the uses (for example; number of people, private or public, any fees . . .)
- ☐ Describe timelines for construction and completion of structures, if any.
- ☐ Describe timelines that apply to uses (for example: when the uses will take place, how frequently, hours of operation . . .)
- ☐ Describe the current use of the area and surrounding area, if any. Please include only those uses that are immediately adjoining your proposal and those which are in the vicinity and may be affected by your proposal.
- ☐ Describe the structures currently on site and in the surrounding area (for example: how many, what size . . .)



This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There is no handwriting or printed text on the page.

TEMPORARY USE PERMIT SUPPLEMENTAL INFORMATION

TYPE OF EVENT (check one)

- | | |
|---|--|
| <p><input type="checkbox"/> Carnival</p> <p><input type="checkbox"/> Christmas Tree Sales</p> <p><input type="checkbox"/> Farmer's Market</p> <p><input type="checkbox"/> Festival/Street Fair</p> <p><input type="checkbox"/> A mobile home, recreational vehicle or other temporary structure for a residential purpose in a residential zone</p> | <p><input type="checkbox"/> Parade</p> <p><input type="checkbox"/> Outdoor/Parking Lot Sales Event</p> <p><input type="checkbox"/> Produce Stand</p> <p><input type="checkbox"/> Other (Please Specify) _____</p> <p><input type="checkbox"/> A mobile office or other temporary structure for a business purpose in a commercial or industrial zone</p> |
|---|--|

SUBMITTAL REQUIREMENTS

- ☐ **Narrative** that includes the following information:
- a. Name and address of person, organization, or business requesting Temporary Use Permit;
 - b. Purpose of the Temporary Use;
 - c. How long will the Temporary Use last?
 - d. What type of restroom facilities will service the Temporary Use?
 - e. What are the provisions for trash disposal?
 - f. If application is for a tent sale, a certificate of fire resistant material must be included with the application. In addition, the total square footage of the tent must be included. Fire safety regulations may require a number of fire extinguishers be placed within the tent.
 - g. Hours of operation. If the Temporary Use occurs in evening hours please include a summary of the site's lighting plan.
 - h. Parking provisions showing that required parking will not cause a lack of required parking for the primary use of the property involved.
- ☐ **Site Plan** that includes the following information:
- a. All current uses of the property
 - b. Location of proposed Temporary Use on the lot.
 - c. Parking for Temporary Use, if the use is on a vacant lot vehicles must be parked on an impervious parking surface.
 - d. If the Temporary Use is in an existing parking lot highlight parking being used for the Temporary Use.
 - e. Setbacks to all property lines.
 - f. Access to proposed Temporary Use.
- ☐ **Miscellaneous:**
- a. Certificate of Insurance for the event.
 - b. If the Temporary Use is on a vacant lot or in a shopping center a letter from the property owner granting permission to operate the Temporary Use at the proposed location.
 - c. Any other information to allow the assessment of the application efficiently and expeditiously.